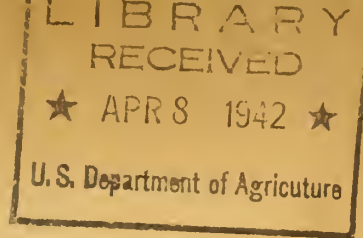


Historic, archived document

Do not assume content reflects current scientific knowledge, policies, or practices.



April 2, 1942

Procedure with Reference to the
Initiation of Motion Picture Production

Attached is a copy of a letter of February 4, 1942, to the Secretary from the Coordinator of Government films.

To assist in the effectuation of the Coordinator's request as outlined, the following procedure will be followed within this Department:

1. As soon as an agency is prepared to initiate a motion picture project, and before any camera work begins, a motion picture project proposal, Form MP-22, Rev. 42, accompanied by a script or a detailed outline in triplicate will be submitted to the Departmental Motion Picture Service, which will check and record the proposal and transmit it through the usual channels with recommendation for Departmental action.
2. When a Project Proposal has been approved, the Motion Picture Service will transmit a Production Notice to the Coordinator of Government Films, through the Liaison Officer, for review, and will notify the proposing agency of any action taken by the Coordinator.

Information for the Government Film Register requested by the Coordinator of Government Films has been completed for all Department films now in circulation and for those that have been proposed and approved for production. Agencies of the Department will be requested shortly to furnish necessary information on the films that are contemplated but have not yet been proposed and approved in accordance with the regular procedures of the Department.

Attachment

EXECUTIVE OFFICE OF THE PRESIDENT

Office of Government Reports

Office of the Coordinator of
Government Films

February 4, 1942.

My dear Mr. Secretary:

By letter dated December 18, 1941, published in the Federal Register of January 3, 1942 (7 F.R. 55), a copy of which is enclosed, the President directed that I act as Coordinator of Government Films in order that all motion picture activities of the Federal Government shall be coordinated in one central office for the duration of the war.

To effectuate the President's direction, it is requested that detailed information concerning all proposals of any department or independent agency of the Government for the production of any motion picture be recorded on "Production Notice" cards, samples of which are enclosed. Additional cards may be obtained from this office. Cards should be submitted covering films planned for production and for those actually in work. Before camera work begins on any production a copy of the script or a detailed outline of the proposed film should be sent to this office for examination.

Because there is an urgent need for it, this office has in preparation a "Government Film Register," which will contain detailed up-to-date information upon every film produced, distributed, or planned by the United States Government. This register will be available for the confidential use of the Government. A list of films available for release will be prepared for use by the public. Will you kindly furnish information on every film you now have available for distribution on the "Government Film Register" form, a supply of which is enclosed.

Sincerely yours,

(signed) Lowell Mellett,
Lowell Mellett,

(Coordinator of Government Films.

enclosures

Honorable Claude R. Wickard,
Department of Agriculture,
Washington, D. C.

